

GOVERNMENT OF THE DISTRICT OF COLUMBIA
POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY

HUMAN RESOURCES ADMINISTRATION

Amended: Residency Requirement

ANNOUNCEMENT NO: CFSA-08-L074	POSITION: ASSOCIATE DEPUTY DIRECTOR FOR PROGRAM OPERATIONS, MS-301-15
OPENING DATE: 5/19/08	CLOSING DATE: "Open Until Filled"
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE: 5/30/08	SALARY RANGE: \$98,285 - \$137,599
WORK SITE: WASHINGTON, D.C.	TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M. Monday – Friday
PROMOTION POTENTIAL: NONE	AREA OF CONSIDERATION: UNLIMITED
NO. OF VACANCIES: 1 (ONE)	
AGENCY: Child and Family Services Agency (CFSA), Operations (ODDPO)	Office of the Deputy Director for Program Operations (ODDPO)

DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY REQUIREMENT: An person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

BRIEF DESCRIPTION OF DUTIES:

The mission of the Child & Family Services Agency (CFSA) is to improve the safety, permanence, and well-being of abused and neglected children and to strengthen troubled families in the District of Columbia. Under the supervision of the Deputy Director for Program Operations, the Associate Deputy Director coordinates the delivery of quality, family-centered, and culturally appropriate services, which are closely linked to community based programs. The Associate Deputy's responsibilities include:

- Overseeing, supervising, directing, and coordinating the implementation of front-line functions relating to intake and investigations; in-home services; out-of-home care, and permanency.
- Analyzing current structure and strategies for the delivery of clinical case management services; recommends changes to the Deputy Director and implements approved changes which best support the organizational vision and desired outcomes.
- Conducting special projects and troubleshooting emergent issues, cross-functional issues or issues with city-wide impact.
- Participating in agency-wide strategic planning and decision-making. Develops and proposes major new strategies and programs which are designed to improve services provided and outcomes achieved by the Agency.
- Ensuring accountability of the front-line operations for high standards of service quality, achievement of benchmarks, and child and family outcomes.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

SELECTIVE PLACEMENT FACTORS:

- **Masters Degree in Social Work**
- **Extensive field work experience is strongly preferred**
- **5-10 years Supervisory Experience within the field of Social Work required**
- **Current D.C. Licensed Independent Clinical Social Worker (LICSW) or eligible for immediate licensure**

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Mastery of the field of social work and child welfare as would be evidenced by a Masters Degree in Social Work from a program accredited by the Council on Social Work Education, and extensive demonstrated work experience in the field.
2. Comprehensive understanding of local resources and knowledge of the most recent innovations in social work nationwide.
3. Comprehensive knowledge of structure, functions, mission and objectives related to licensing social work and program operations of CFSA or other child welfare agency, to perform and plan work consistent with established ODDOP goals and objectives.
4. Thorough knowledge of CFSA or other child welfare agency policies and procedures; Federal and District legislation and regulations that govern and affect child welfare resources and placement services and programs.
5. Thorough knowledge of child welfare programs and the interrelationships among such programs to perform analysis in an agency setting by developing and evaluating the effectiveness of new or modified program objectives and operations.
6. Thorough knowledge of current management concepts and best practices to effectively oversee and direct program operations in concert with child welfare agency goals and objectives.
7. Superior oral and written communication skills; effective interpersonal communication skills.
8. Proficient in Microsoft Office.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex (gender or sexual harassment), age, marital status, personal appearance, gender identity or expression, sexual orientation, family responsibilities, matriculation, disability, genetic information or political affiliation. Applicants will only be notified if an interview is granted.

<u>MAIL TO:</u>	Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024	<u>WALK-INS:</u>	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
<u>TO APPLY:</u>		<u>WEBSITE:</u>	www.cfsa.dc.gov
<u>FAX TO:</u>	(202) 727-5750	<u>TELEPHONE:</u>	(202) 724-7373
<u>EMAIL TO:</u>	cfsa.jobs@dc.gov		

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE HUMAN RESOURCES ADMINISTRATION

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX (gender or sexual harassment), AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY,, GENETIC INFORMATION,GENDER INDENTITY OR EXPRESSION, OR COLOR, DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.
